



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 4, 2009

Mr. John Morin, General Manager
Dan Haggerty's International Products,
Inc. DBA Precision Design & Mfg.
9419 Ann Street
Santa Fe Springs, CA 90670

Dear Mr. Morin:

RE: **Final MONITORING VISIT REPORT** for Dan Haggerty's International Products, Inc.
DBA Precision Design & Mfg. (Precision Design) – ET08-0176

Date of the Visit:	06/04/09
Beginning/Ending Time:	9:00 a.m. – 11:30 a.m.
Date of Last Visit:	11/09/07
Visit Location:	Santa Fe Springs
Persons in attendance:	John Morin, General Manager, Precision Design Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	08/07/07 – 08/06/08	Agreement Amount:	\$35,880
Training Start Date:	09/18/07	No. to Retain:	23
Date Training must be Completed:	05/05/08	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

SUMMARY OF ACTION

REQUIRED FROM THIS VISIT:

None

FINAL REPORT SUMMARY:

The Agreement was executed on July 16, 2007 and training began on August 21, 2007. Your project staff reported that all ETP training was completed on April 24, 2008, which allows for the

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www.etp.ca.gov
ETP (05/16/2007)

90-day retention period to be completed within the term ending date of the Agreement – August 6, 2009. There were no revisions during the term of the contract.

The information in the ETP On-Line Tracking System indicates that 10 (44%) of the trainees completed all training and the 90-day retention period. Assuming all other Agreement requirements are met, Precision Design will earn approximately \$6,578 (18%) of the total ETP Agreement amount. Since you have been paid \$2,340 to date, you will receive an additional \$4,238 in funding if the anticipated number of trainees to retain is verified during the final fiscal closeout. You advised the Analyst that you will be submitting your Final Progress Payment and Closeout, within the next two weeks.

You stated that Precision Design did not complete 100 percent of the training due to the current economic downturn, causing customers to cut back on orders. But, the company was able to provide employees with Manufacturing Skills, Computer Skills, Business Skills and Continuous Improvement training. The Computer Skills training assisted the company to train staff on new software applications to track inventory and orders that the company transitioned to. Trainees also learned how to convert data into a variety of formats to be consistent with different customer requirements.

In discussing what barriers you experienced in implementing your ETP program, you indicated that you did not experience any barriers in the implementation of training. You expressed that the training plan submitted at the time of development, was based on a new contract the company had obtained, leading to the purchase of new equipment, resulting in training, which did not occur, when the companies projections resulted in only 10 percent of actual orders.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data. You commented that the administration of the project was easy to handle with the ETP tracking system and stated that the ETP staff provided good support throughout the Agreement. In closing, you stated that Precision Design would be interested in returning to ETP for another contract in the future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	23	Completed Training:	10
Trainees Enrolled:	23	Completed Retention:	10
Dropped Following Enrollment:	2	In Retention Period:	0
No. Completed Minimum Reimbursable Hours:	10	No. Completed Maximum Reimbursable Hours:	1

The project status you provided corresponds with the Contract Status report that indicates 23 trainees are enrolled and two trainees have been dropped.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records for 17 trainees who completed training. The review of the Class/Lab Rosters indicated that the Rosters were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees, as specified in the Agreement Training Plan.

Your project staff was advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date.

Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

AUDIT:

Precision Design will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Program Manager
North Hollywood Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, Audits & Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 6/10/09